

**Minidoka County Extension**

85 E Baseline Rd,
Rupert ID 83350

208-436-7184
minidoka@uidaho.edu
uidaho.edu/extension/county/minidoka

MINIDOKA COUNTY POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

LAST UPDATE: 4/29/24

DEPARTMENT: University of Idaho Extension Minidoka County

REPORTS TO: County Chairman, Minidoka County Extension Office

MISSION STATEMENT

The nature of the office is to serve as a local educational center of the University of Idaho concerning all phases of agriculture, family, youth, and community development. The Administrative Assistant is the first contact – both in person and by telephone. Therefore, the most important duty of the Administrative Assistant (AA) is to be dependable, courteous, prompt, helpful, and accurate.

The second most important responsibility is managing the office to obtain the greatest output in the shortest time with the least possible conflict and error. This includes assisting the Extension Educators and the 4-H Program Coordinator with program development and delivery. Other responsibilities include financial records, including county and office budgets, and the preparation of vouchers. Bookkeeping for Minidoka County Extension accounts. Finally, serve as liaison between the Minidoka County Extension office and other applicable county departments.

DUTIES AND RESPONSIBILITIES

Essential

- **Visitor Reception**
 - Receive and greet the public. Answer inquiries coming into the office, both by telephone and in person, before routing them to the proper Extension Educator or 4-H Program Coordinator. Take written messages for telephone and walk-in inquires.
- **Records**
 - Maintain files of correspondence, personnel records, financial records, and other records.
- **County Liaison-Payroll, Building Maintenance, Audits**
 - Serve as liaison with other county departments responsible for payroll, building maintenance, personnel and auditing.
- **Checking Account Budget and Vouchers**

- Submit voucher claims for Minidoka Extension Educator Trust account and reconcile trust amounts monthly with county auditor's office.
- Maintain accurate records as required.
- Provide accurate written reports at least monthly, or as requested with reasonable notice, on each account to Extension Educators and 4-H Coordinator.
- Ensure county credit cards are paid off when statements arise unless an urgent situation arises as determined by the county chair.
- **County Budget and Vouchers**
 - Submit voucher claims for county budget and reconcile budget amounts monthly with county auditor's office.
 - Maintain accurate records as required. Submit timesheets for staff, and extra help to the courthouse.
 - Provide accurate written reports at least monthly on each account to Extension Educator and 4-H Coordinator.
- **Trust Fund Financial Maintenance**
 - Maintain accurate bookkeeping and required records for the Minidoka County Extension checking account and Trust accounts; make deposits regularly and reconcile bank statements monthly.
 - Record receipts and disbursements of funds channeled through that account. Provide accurate written reports at least monthly on each account to Extension Educator and 4-H Coordinator.
- **University Reporting**
 - Prepare reports due to the University of Idaho such as expenditures, budget, inventory and/or affirmative/civil rights reports.
- **Email Correspondence**
 - Operate computer program to send and receive electronic mail from the University of Idaho and other Extension offices.
- **Office Supplies, Equipment and Inventory**
 - Order office supplies, bulletins, manuals and other educational materials under the guidance of the county chair.
 - Maintain office equipment inventory. Initiate action for repair and maintenance of office equipment.
- **Office Scheduling**
 - Under the direction of the county chair, coordinate with office staff and educators to ensure that someone is present to cover the office so it remains open during county hours of operation.
- **Staff Meetings:**
 - Assist in the coordination of staff meetings by helping with the coordination of schedules and taking minutes and preparing agendas when meetings occur.
- **Travel**
 - Setup direct bill charges made by the county when requested by educators or 4-H coordinator. If they will be paid out of University Funds/ Grants, to do this a requester must provide proof of University funds to process it.
 - Ensure employees are reimbursed in a timely manner for personal charges made with county funds.

- Update travel budgets and ensure employees understand county funding available for travel before out of state trainings and meetings occur.
- Carry out scheduling, setting up lodging or other similar administrative tasks requested as needed for travel.
- **Expenses Assistance**
 - It is not the responsibility of the AA to determine where other employees' funds (University or County) will be spent, but it is the responsibility of the administrative assistant to ensure that any county funds used are within the budget, county policy and desires of the county chair.
 - If an employee would like to have the AA help them pay for an expenditure, it is the AA's responsibility to ask the requester where the funding will come from. If the funding is county related (see Expense Processing Guide) then the AA will process the request according to the budget, county policy and the desires of the county chair. If the funding source is the University then the AA is not responsible for carrying out said transactions unless requested by the county chair.

Compliance

- **University**
 - Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Faculty Staff Handbook, section 3060. Contribute to the UI System Affirmative Action Plans. Maintain and update the office's civil rights/affirmative action file and provide information in case of audit. Comply with the Minidoka County Personnel Policy, Information Systems Policy, Vehicle Use Policy and Credit Card Policy.
- **County**
 - Be familiarized with County Operations Handbook and comply with county policy.

Additional

- **Material Preparation**
 - Assist in the preparation of correspondence, flyers, programs, surveys and educational materials, sometimes given in a form that requires alteration using word processing, desktop publishing, web publishing, database, and spread sheet software. These duties are to be carried out as requested during staff meetings or as otherwise directed by the county chair.
- **Website/Facebook Page(s)**
 - Maintain UI website and Facebook pages, edit, and upload information, keeping items current and relevant.
- **Other Support**
 - Provide administrative and secretarial support to the Extension Educator and the 4-H Program Coordinator as needed for Extension programs in agriculture, family, youth, and community development.
 - Distribute mail to appropriate staff/faculty in office.
- **Assist Visitors**

- In the absence of the Extension Educator, when immediate answers to inquiries are required, it is the duty of the Administrative Assistant to research, or to make necessary calls to obtain the information. In turn, read or copy the information for the inquirer, keeping with the rules, regulations, and laws concerning the subject.
- **Building Scheduling**
 - Maintain, in partnership with the Minidoka County Fairboard, county office building meeting room/drill hall schedule. Be available to assist in setting up for classes and meetings, and provide materials when appropriate.
- **County Fair Support**
 - Perform duties as required for Minidoka County Fair. County staff shall be requested to work extended hours during the Minidoka County Fair and possibly at other programs and activities. Any time in excess of the county work schedule shall be compensated according to county policy or as determined by the county chair and commissioners.
- **Master Gardeners**
 - Help facilitate, with Area Horticulture Educator, UI Master Gardener clinics
- **Lending Library**
 - Maintain records of “checked out” items, including University of Idaho materials, 4-H materials/resources/lab kits, study materials, videos/DVD, hay probe, etc. Call to request the item returned when item has been “checked out” for extended amount of time.
- **ISDA Licensing Program**
 - Have knowledge of ISDA Licensing Program and study materials available to “check out” through this office. Coordinate and schedule testing days.
- **Central Idaho 4-H Camp Scheduling**
 - Work with the Central Idaho 4-H Camp to schedule the camp in Ketchum. Send out contracts and maintain calendar of camps to make sure all the necessary paperwork is given to the Camp Board and treasurer. Give quarterly reports to board at meetings.
- **University Mail**
 - Assist in mailings and reporting University of Idaho mail expenses for the office. Keep current on mail regulations as found in the County Operations Handbook and notices received. Update postage meter allocations as needed.
- **Other Duties**
 - Perform other related duties as required i.e.: Light housekeeping;, monitor publication racks in hall for outdated material, water plants, update bulletin board in hall, take out garbage, refill water cooler jug or other tasks as requested by the county chair.

QUALIFICATIONS

Essential

- Sitting with intermittent moving in an office environment, lifting of office supplies (e.g., binders, etc.), standing, walking, talking & hearing (in person and by telephone), and seeing (e.g., documents, etc.).

- Comprehensive knowledge of QuickBooks, Microsoft Word, Excel, Access, Power Point, Publisher, E-Mail programs, and web publishing programs
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, computer, 10-key, etc.)
- Comprehensive knowledge of modern office procedures.
- Excellent verbal, written communication and organizational skills.
- Willingness to work with University of Idaho Extension Educators, 4-H Program Coordinator, volunteers and other employees as a team player.
- Initiative to set and accomplish work related goals with minimal supervision.
- Thorough knowledge of programs, operations, functions and scope of USDA, Idaho Department of Agriculture, University of Idaho and Minidoka County.

Additional

- Stooping, kneeling, crouching, crawling, pushing, pulling, balancing, climbing and lifting occasionally.